

**CITY OF LOS ALTOS
POSITION CLASSIFICATION**

MANAGEMENT ANALYST/BUSINESS LIAISON

Definition:

Under general supervision or direction, provides administrative assistance for a department or division, including interpreting and implementing established policies and procedures in the areas of economic development, community development, engineering and capital projects, information systems, environmental programs and other internal programs and projects.

Essential Job Functions:

Duties may include, but are not limited to, the following:

1. Serve as liaison to business and commercial districts. Establish and maintain positive relationships with business community and business associations. Communicate City's policies and goals pertaining to the business climate.
2. Develop public information programs including production and distribution of newsletters, brochures, and press releases. Write and prepare presentations for elected officials and executive staff. Organize community meetings and events. Perform media and community relation functions.
3. Advise the public, developers and other interested parties on a variety of economic development matters.
4. Provide staff support to the City's Environmental Commission and technical assistance with the Cool Cities greenhouse gas reduction efforts.
5. Conduct studies, prepare reports, analyze policies, and make recommendations to staff, commissions, the City Council, and other groups.
6. Participate in the development, implementation, and maintenance of management and administrative improvements and organizational changes.
7. Administer special projects and assigned programs.
8. Plan, schedule, and implement economic development program activities.

Accountability:

The Management Analyst reports to the Assistant City Manager/Community Development Director and is responsible for administering economic development, community development, engineering and capital projects, information systems, environmental programs and general administrative assignments.

Working Conditions:

Work generally involves a high degree of concentration, especially in the consideration of technical problems and the origination of programs to increase division efficiency and improvement of services.

Minimum Qualifications:**Knowledge of:**

- Principles and practices of economic and community development and demographic research and analysis.
- Principles and practices of budget development and administration, and organizational and administrative systems.
- Laws, codes, rules and regulations governing municipal activities and operations, and economic development and land use.
- Use and application of modern data and information systems and technologies, including spreadsheets, word processing and data base applications.
- Techniques of public presentation and group dynamics.

Ability to:

- Be sensitive to the needs and desires of the business community and work with existing businesses to help eliminate barriers to retention.
- Act as a liaison to the Chamber of Commerce, Los Altos Village Association, and other business associations and individual businesses to assure that business needs are appropriately considered in city policy formation.
- Assist new and/or changing businesses through the regulatory processes.
- Learn the needs and interests of businesses and help communicate these to appropriate city advisory and policy-making bodies.
- Understand, interpret and apply laws, regulations, administrative policies and rules, and direct their application.
- Analyze and make recommendations regarding complex and non-routine problems, programs, and systems.
- Organize and direct a function, program or project.
- Communicate clearly and concisely, both orally and in writing.
- Utilize modern information and communication technologies.

- Establish and maintain effective working relationships.
- Lead community meetings independently.

Experience:

Two years of progressively responsible management analyst and/or economic development experience in a public sector organization.

Education:

Bachelor's degree in public administration, business administration, or a closely related field. Possession of a Master's Degree in one of the specified fields is desirable

Required Licenses or Certificates:

Possession of, or ability to obtain prior to employment, a Class C California Driver's license and a satisfactory driving record.